

WELKOM BY



Daar waar ons speel-speel ons lyfies slim leer

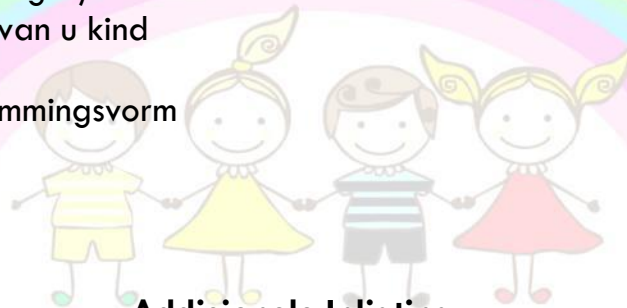
Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

tjokkerjol

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**Vir enige vrae kontak gerus vir Rochelle by
083 294 8082 of stuur 'n e-pos na tjokkerjol@gmail.com**

Gaan loer gerus na ons webtuiste
www.tjokkerjol.com

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

tjokkerjol



Aangesien die Ouer begerig is dat haar/sy kind bedags versorg word deur Tjokkerjol Speelgroepie; en aangesien Tjokkerjol Speelgroepie begerig is om u kind te versorg teen 'n bepaalde tarief;

Derhalwe kom die partye soos volg ooreen:

Tjokkerjol Speelgroepie onderneem:

1. Om na die kind genaamd _____ om te sien.
2. Om gebalanseerde etes aan die kind te voorsien: Babas/Kleuters kry Ontbyt & versnappering. Ouers verskaf die middagete.
3. Om genoegsame sekerheidsarea te voorsien waarin die kind se aktiwiteite kan plaasvind.
4. Om 'n program aan die kind te bied wat stimulerend van aard is.
5. Om die Ouer telefonies te kontak in die geval van siektetoestand en/of besering van die kind.
6. Om die kind slegs aan die ouer of persoon, soos in Bylaag 1 genoem, te oorhandig.

Parafeer:

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Pappa : _____

Voog : _____

Die Ouer onderneem:

Om Bylaag 1 volledig in te vul en aan Tjokkerjol Speelgroepie te voorsien.

1. Om stiptelik by die tye te hou: 07h00 - 17h30.

Parafeer albei ouers: _____

2. Om enige voorgeskrewe items of spesiale voedingstowwe, byvoorbeeld formulemelk, 2 (twee) stelle skoon klere, wegdoenbare doeke en/of beddegoed soos deur Tjokkerjol Speelgroepie versoek, te verskaf.
3. Om die kind se medikasie en inentings volgens wetlike voorskrifte na te kom.
4. Om kinders met nie-aansteeklike siektes van medikasie te voorsien en magtiging te verleen aan Tjokkerjol Speelgroepie vir die toediening daarvan.
5. Om in geval van aansteeklike siektes of enige siekte wat afwesigheid noodsaak, alternatiewe reëlings vir die kind te tref op die Ouer se eie onkoste en 'n mediese sertifikaat te toon alvorens die kind weer toegelaat word by die Tjokkerjol Speelgroepie.

Parafeer albei ouers: _____

6. Om die Tjokkerjol Speelgroepie so gou moontlik in kennis te stel van so 'n aansteeklike siekte.

Parafeer albei ouers: _____

7. Om toe te sien dat alle hekke toe is. **Parafeer albei ouers:** _____

Foioe:

1. Inskrywingsgelde van **R1 500** (eenduisend vyfhonderd rand) sal by die ondertekening van die ooreenkoms aan die Tjokkerjol Speelgroepie betaal word. Hierdie gelde is nie terugbetaalbaar nie.
2. 'n Maandelikse rekening sal aan die begin van elke maand aan die verantwoordelike persoon ge-e-pos word. Die foioe is vooruit, voor of op die 6de van elke maand, betaalbaar.

Rekeningbesonderhede:

Tjokkerjol (PTY) Ltd

FNB Gold business account

Rek Nr: 62825563241

Tak Nr. Centurion 250655

3. Indien die Ouer 'n spesiale finansiële reëling wil tref, moet dit op skrif wees en deur die verantwoordelike persoon onderteken word. Indien die Ouer herhaaldelik versuim om voor of op die 4de (vierde) dag van elke maand te betaal, sal die ooreenkoms tussen die Tjokkerjol Speelgroepie en die Ouers wat hierdie ooreenkoms onderteken het, onmiddellik verbreek word, en die kind sal nie weer toegelaat word nie.
4. Die Ouer stem hiermee in dat, indien hy/sy sou versuim om enige betaling voor of op die betaaldatum te maak, en die Tjokkerjol Speelgroepie oorhandig sodanige uitstaande bedrag aan 'n prokureur vir invordering, die Ouer aanspreeklik sal wees vir alle kostes op 'n prokureurkliëntskaal, invorderingskommissie asook alle opsporingsfooi, indien enige, te betaal.

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

5. Indien die Tjokkerjol Speelgroepie die fooie soos uiteengesit in hierdie ooreenkoms wil verhoog, sal skriftelike kennis 2 (twee) maande voordat sodanige verhoogde fooi in werking tree, aan die Ouer gegee word, met dien verstande dat die Tjokkerjol Speelgroepie nie geregtig sal wees om sodanige tariewe meer as een maal per kalenderjaar verhoog nie.
6. **Tjokkerjol Speelgroepie en Naskool** is geaffilieer aan TPN Kredietburo, 'n geregistreerde kredietburo, alle rekeningbetalingsprofiel, -patrone en -gedrag word maandeliks by die TPN Kredietburo aangeteken vir doeleindes soos uiteengesit in die Nasionale Kredietwet.

TOESTEMMINGSKLOUSULE

Aansoekvorm en / of

Memorandum van Ooreenkoms



Die verbruiker / skuldenaar stem toe en magtig **Tjokkerjol Speelgroepie en Naskool**, die leweraar, die diens- en/of die kredietverskaffer, na gelang van die geval, om:-

enige leweraar, diens- of kredietverskaffer (of potensiele kredietverskaffer) of geregistreerde kredietburo te eniger tyd te kontak, inligting te versoek en te verkry ten einde die gedrag, profiel, betaalpatrone, skuld, adres en kredietwaardigheid van die verbruiker / skuldenaar te bepaal; en

inligting te verskaf oor die gedrag, profiel, betaalpatrone, skuld, adres en kredietwaardigheid van die verbruiker / skuldenaar aan enige geregistreerde kredietburo of aan enige leweraar, diens- of kredietverskaffer (of potensiele kredietverskaffer) wat 'n handelsverwysing rakende die verbruiker/skuldenaar se handeling met die leweraar, diens- en / of kredietverskaffer versoek.

Parafeer albei ouers: _____

Die Maandelikse fooie vir 2024

5 DAE VOL DAG

Met etes R3 600,00
Sonder etes R3 400,00

5 DAE HALF DAG

Met etes R2 750,00
Sonder etes R2 500,00

3 DAE VOL DAG

Met etes R2 200,00
Sonder etes R2 050,00

3 DAE HALF DAG

Met etes R1 700,00
Sonder etes R1 500,00

NASKOOL

Met etes, 1 buitemuurse aktiwiteit, vakansiesorg R1 900.00

Sonder etes, 1 buitemuurse aktiwiteit, vakansiesorg R1 500.00

Ekstra buitemuurse aktiwiteit vervoer per aktiwiteit R50.00

R_____ betaalbaar per maand Parafeer albei ouers: _____

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Verlof:

1. Die Tjokkerjol Speelgroepie sal gesluit wees op publieke vakansiedae asook op die skole vakansie dae, dit is gewoonlik die Vrydag of Maandag wat gepaard gaan met 'n publieke vakansiedag wat op 'n Donderdag of Dinsdag val. Die inligting is beskikbaar op ons belangrike datums, ons sal jul vroegetydig in kennis stel van hierdie dae. Die skool sluit slegs in Desember maand.

Boetes:

1. 'n Boete van R20 (twintig Rand) vir elke 15 (vyftien) minute wat u kind laat kom haal word sal gehef word.
2. Boetes moet dadelik betaal word aan die personeel aan diens, voordat die kind mag huis toe gaan.

Toestemming:

1. Die Ouer gee hiermee toestemming dat die Tjokkerjol Speelgroepie die kind na die naaste beskikbare mediese praktisyn of hospitaal mag neem en dat die kind mediese behandeling op onkoste van die Ouer mag ontvang indien die Ouer nie telefonies bereik kan word deur die Tjokkerjol Speelgroepie nie.
2. Die kind mag deur enige Ouer, soos genoem in Bylaag 1, verwyder word tensy die Tjokkerjol Speelgroepie in besit van 'n hofbevel is, waaruit die teendeel blyk. Wanneer die kind kom haal word deur een van hierdie Ouers, sal 'n identifikasie dokument soos rybewys of groen ID boekie aangevra word om sodoende seker te maak dat hierdie persoon wel toestemming het om die kind huis toe te neem.

Kennismaand:

1. Daar word van die Ouer verwag om ten minste 2 (twee) kennismaande skriftelik kennis te gee, indien die kind Tjokkerjol Speelgroepie gaan verlaat. Die kennis maand is ook ten volle betaalbaar, al woon u kind nie tydens maand skool by nie. November en Desember kan nie as kennismaand gebruik word nie. Uistaande kennismaande fooie wat nie betaal word nie sal oorhandig word en regskostes is ook vir die ouer se rekening.

Parafeer albei ouers: _____

Klerasie:

1. Die Ouer sal toesien dat alle klere en/of persoonlike items van die kind op 'n duidelike en leesbare manier gemerk is. Sou die Ouer versuim om aan hierdie voorwaarde te voldoen, sal die Tjokkerjol Speelgroepie geensins aanspreeklik gehou word vir die verlies daarvan nie.

Regsaanspreeklikheid:

1. Die Tjokkerjol Speelgroepie sal nie aanspreeklik gehou word vir enige skade, insluitend gevolgskaade wat deur die Ouer, kind of enige ander persoon gely mag word en wat voortspruit uit enige gebeurlikheid wat verband hou met die Tjokkerjol Speelgroepie/kind- verhouding nie.

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Volle ooreenkoms:

1. Die Partye plaas op rekord dat hierdie ooreenkoms, tesame met Bylaag 1 wat geag word as 'n integrale deel van hierdie ooreenkoms tussen die partye te wees, die volle ooreenkoms tussen die partye behels dat geen ander ooreenkoms van krag sal wees tensy dit op skrif gestel is deur al die partye en deur al die partye onderteken is nie.

GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20_____

R. ALBERTS(namens Tjokkerjol Speelgroepie)

GETUIE

GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20_____

VADER/VOOG

MOEDER/VOOG

GETUIE

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

tjokkerjoi

Inskrywingsvorm vir 2024 Bylaag 1

Inligting van die kind wat ingeskryf word:



Kind se volle name	
Kind se Van	
Kind se Noemname	
Kind se geboortedatum	
Eerste speel dag by ons?	

tjokkerjoi
Speelgroepie & Naskool

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

Inligting van ouers:

(albei ouers verantwoordelik vir die rekening)

Besonderhede	Pa van Nuwe Tjokker	Ma van nuwe Tjokker
Volle Name		
Noemnaam		
Van		
ID Nr		
Huisadres		
Posadres		
Huis tel Nr		
Selfooon Nr		
Werkgewer		
Werks Tel Nr		
E-pos Adres		
Huwelikstatus		
Albei ouers verantwoordelik vir rekening. Teken asb		

Parafeer:

Mamma :

Pappa :

Voog :

Ingeval van nood:

Kontakpersoon indien ouers nie beskikbaar is nie		
	Naam & Van	
	Woonadres	
	Telefoon Nr	
	Naam & Van	
	Woonadres	
	Telefoon Nr	

Ander persone wat die kind mag kom afhaal by die skool			
Naam en van	Verhouding met kind	Telefoon nommer	ID. Nommer.

Mediese Besonderhede	
Mediese Fonds Naam	
Mediese Fonds Plan	
Mediese FondsNr	
Huis Dokter Besonderhede	
Huis Dokter Naam	
Telefoon Nommer	

Parafeer:

Mamma :

Pappa :

Voog :

Mediese gekiedenis van u kind

- Is daar enige inligting aangaande u kind se algemene gesondheid of fisiese toestand wat u onder my aandag wil bring?

- Het u kind onlangs 'n operasie ondergaan? Indien wel, wat was die datum?

- Is daar enige erenstige siekte/s wat u kind onlangs gehad het waarvan ek moet weet?

- Is u kind allergies vir enige iets? Indien wel, hoe behandel u dit?

- Het u kind al sy/haar immuniserings tot op datum ontvang? [Ja / Nee]

Bring asb 'n afskrif van u kind se immuniseringskaart saam met inskrywingsvorm.

- Watse medikasie gee u vir u kind indien hy/sy koors kry? Hoe hoog moet u kind se koors wees voordat u hierdie medikasie toedien?

- Hoeveel milliliter gee u van hierdie medikasie? _____ ml.

Bring asb 'n bottel vol van hierdie medikasie saam, sodat ek dit het ingeval van nood.

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Vrywaringsvorm

Die kind se besonderhede:

Van: _____
Voorletters: _____
Noemnaam: _____
Geboortedatum: _____

Vrywaring:

Ek, die Moeder/Voog _____, en

Ek, die Vader/Voog _____, die ondergetekende

Van (kind) _____ vrywaar ROCHELLE ALBERTS,
TJOKKERJOL SPEELGROEPIE EN PERSONEEL van enige finansiële, geregtelike, mediese of enige eis
as gevolg van enige ongeluk, insident, besering en/dood rakende my kind terwyl in die sorg van
genoemde persone.

GETEKEN TE _____ OP HIERDIE _____ DAG VAN _____ 20 _____

VADER/VOOG

MOEDER/VOOG

**Vir enige vrae kontak gerus vir Rochelle by
083 294 8082 of stuur 'n e-pos na tjokkerjol@gmail.com**

Parafeer: Mamma : _____ Pappa : _____ Voog : _____

Sosiale Media Toestemmingsbrief



Ons, _____
(volle naam en van), die ouers/voog van

_____ (volle naam van u kind)

Gee hiermee:

Toestemming

Nie Toestemming

dat enige fotos/videos wat by Tjokkerjol Speelgroepie afgeneem word mag gebruik word vir ons Facebook blad, Whatsapp groep en Webtuiste.

Geteken te _____ op hierdie _____ dag van _____ 20 _____

_____ Handtekening van Moeder/Voog

_____ Handtekening van Vader/Voog

tjokkerjol
Speelgroepie & Naskool

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Parafeer:

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Skryfbehoeftes

tjokkerjoi

Olifantjie & Beertjie-Klas

0-12 Maande

6	Wetwipes (80)
5	Bokse Tissues (200)
4	Bottels vloeibare handwaseep
1	Pak wit karton
1	Leesboekie

Enige oulike opvoedkundige speeding
bv. Vorms / Ringe

Wurmpie-Klas

13-24 Maande

6	Wetwipes (80)
5	Bokse Tissues (200)
4	Bottels vloeibare handwaseep
10	Gekleurde pypskoonmakers
2	10 Bladsy Flip Files (duidelik gemerk asb)
2	Bottels Ponal Gom
1	"Bright board pad" gekleurde karton
1	Pak dik vetkryte
1	Verfkwas
1	Boksie gekleurde kolle
1	Legkaart (2-8 Stuk)
1	Leesboekie (vir kinders om te lees)

Gogga-Klas

25-36 Maande

12	Rolle toilet papier
6	Wetwipes (80)
5	Bokse Tissues (200)
4	20 Bladsy Flip Files (duidelik gemerk asb)
1	Ream wit print papier
1	Pak Uitdraai-kryte
1	Groot Bottel Ponal Gom
1	Groot Pritt
1	Pak Gompapiertjies (Gummed Paper)
1	Verfkwas
1	Boksie gekleurde kolle
1	Rondpuntskêr
1	Groot Bal
1	Leesboekie (vir kinders om te lees)
500ml	Akrielverf

Tiertjie & Uiltjie-Klas

37-50 Maande

12	Rolle toilet papier
6	Wetwipes (80)
5	Bokse Tissues (200)
4	20 Bladsy Flip Files (duidelik gemerk asb)
1	Ream wit print papier
1	Pak Uitdraai-kryte
1	Groot Bottel Ponal Gom
1	Groot Pritt
1	Springtou
1	Verfkwas
1	Boksie gekleurde kolle
1	Rondpuntskêr
1	Effekleur Tissue Papier
1	Leesboekie (vir kinders om te lees)
1	Boontjiesak
500ml	Akrielverf

Alle maatjies wat in die middag slaap by die skool moet asb 'n GEWONE "receiving blanket"
saambring skool toe, nie 'n dik kombes nie

NB. Slegs die "Flip Files" hoef gemerk te wees met u kind se naam. Ons deel die ander goed met al die maatjies in die klas. As gevolg hiervan word alle skryfbehoeftes skooltoe. Flip Files gaan huis toe aan die einde van elke kwartaal met die jaar se kreatiewe werkies in.

Stuur asb skryfbehoeftes saam op eerste dag wat skool heropen

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Beleid vir siek kinders

Kinders moet asb tuis gehou word wanneer:

- Hulle koors het
- Hulle enige aansteeklike kindersiekte het
- Hulle enige aansteeklike siekte het bv. Pienk eyes, Hand-mond-en-voet siekte ens.

Beleid en prosedure vir kinders wat by die skool siek word:

- Identifiseer 'n siek kind
- Kontak ouers direk
- Kind word geneem na siek - kamer toe (sodat hy/sy nie ander kinders aansteek nie)
- Indien die kind 'n aansteeklike kindersiekte het, word ouers aanbeveel om na die naaste dokter of hospitaal te gaan, terwyl die kind wag vir ouer sal hul in siekeboekie wag wat in die eienaar se kantoor is en sy self sal na kind omsien totdat ouer by skool is.
- Indien 'n kind reeds voorgeskrewe medikasie het, word medikasie toegedien en word ouers daarvan verwittig.
- In geval van absolute nood, word kind na die naaste hospitaal geneem.
- Enige medikasie wat toegedien moet word, moet deur ouers aangeteken word in die kind se kommunikasieboekie onder "Medikasie register"
- Ouers word eers gekontak voor enige pyn en koors medikasie, bv Panado toegedien word. Hierdie word ook aangeteken in medikasie register.

**Vir enige vrae kontak gerus vir Rochelle by
083 294 8082 of stuur 'n e-pos na tjokkerjol@gmail.com**

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Skooltasse & Doeksakke

tjokkerjol

Die volgende moet asb elke dag in die skoolsak gepak word:

- 1 Stel skoon klere
- Warm trui of baadjie as dit skielik koud word of reën
- Sonbrandroom (ons haal dit uit die sakkies uit en bêre dit bymekaar by die skool, sodat dit maklik bekombaar is)
- Sonhoed
- Muskiet-afweer middel
- 1 Bottel koorsmedikasie (ons haal dit uit die sakkies uit en bêre dit in die yskas, sodat dit nie warm word nie)
- Babas moet asb al die melkies bring wat hulle nodig het vir die dag inpak, asook ander vloeistowwe wat hulle drink deur die dag soos water en tee.

Peuter & kleuters:

- 'n Bottel met water of sap wat hulle deur die dag drink, ons vul die bottel met gefilterde water indien dit leeg is.
- Peuters wat nog met melk gaan slaap moet dit asb saambring.

Kinders op doeke:

- Pak ten minste 5 weggooi doeke in. Ons haal dit uit soos on dit nodig het deur die dag.
- 1 Pak wetwipes (ons haal die pak uit en sit in die doekruil mandjie) Sit asb ook nog 'n pak in die tassie. Ons sal dit uithaal sodra die eerste een klaar is.
- Boudjie-salf

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083 294 8082 of stuur 'n e-pos na tjokkerjol@gmail.com**

Vir ons klein pienkvoetjies:

tjokkerjol

Doekmandjies

Liewe Tjokkerjol Ouers,

Graag wil ek van die geleendheid gebruik maak om die Doekmandjies en Wetwipes aan u te verduidelik.

Die Doekmandjies moet elke oggend begin met 5 doeke, wipes en boud-room. (Hierdie doeke, wipes en room word uit die doeksak gehaal elke oggend).

Ons gebruik dit soos nodig. U stuur vir ons elke dag weer 5 doeke. Ons haal net uit soveel as nodig is vir die 5 doekies in die mandjie. Dus as ons vandag net 3 doeke gebruik, sal daar 2 in die mandjie wees en sal ons more net 3 uithaal. Ons hou die ander 2 in die sak vir geval van nood.

Indien die wipes klaar is in die doekmandjie sal ons vir u die leë pakkie vir die volgende dag. Die wipes hou gewoonlik so week per pakkie.

NOODBELANGRIK!! Die wipes in die doekmandjies gebruik ons NET op boude. Dis onhygiënies om daai wipes vir die mondjie en die gesiggie te gebruik.

Ons gebruik die wet wipes wat u in die begin van die jaar (saam met die skryfbehoeftes) stuur vir jou kind se gesiggie en hande. Ons mag volgens die gesondheidsdept glad nie waslappe gebruik nie!! Daarom vra ons u vriendelik om die wipes vir ons te stuur sodat ons u kindjie se gesiggie en handjies gereeld kan skoon hou.

Onthou asb ook om 'n goeie sonblok en muskiet-afweermiddel in te pak en 1 botteltjie koors medikasie wat duidelik gemerk is ingeval van nood.

Baie dankie vir u ondersteuning in die verband.

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Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

Vir ons kleiner maatjies:



Potjiemaniere

Is dit tyd?

- Die sukses van goeie potjiemaniere hang af van die emosionele ontwikkeling, fisieke ontwikkeling, ontwikkelings- en gedragmylpale, en nie net ouderdom nie.
- Sommige kinders toon tekens dat hulle gereed is vir potjiegebruik tussen die ouderdomme van 18 en 24 maande.
- Maar sommige is dalk nie gereed voordat hulle 3 jaar oud is nie.
- Daar is geen haas nie. As jy te vroeg begin, kan dit dalk langer neem om jou kindjie ten volle op 'n potjie te kry.

Is jou kind gereed? Vra jouself:

- Kan hy of sy toilet toe loop en daarop sit?
- Kan jou kind sy of haar broek aftrek en weer optrek?
- Kan jou kind tot twee uur lank droog bly? • Kan jou kind basiese instruksies verstaan en volg?
- Kan jou kind sy of haar behoeftes kommunikeer?
- Lyk dit of jou kind belangstel om die toilet te gebruik of "grootkind"- onderklere te dra?

Wanneer dit tyd is om te begin met blaasbeheer en potjiemaniere, implimenteer 'n roetine:

- Gaan dadelik toilet toe wanneer die kindjie na 'n middagslapie wakker word.
- Neem jou kindjie elke uur toilet toe, net om hom / haar bewus te maak van die toilet.
- Laat jou kind vir ten minste 10 minute sit.
- Neem jou kindjie 15 minute nadat hy/sy vloeistowwe gedrink het, toilet toe.
- As daar na 2 weke geen belangstelling is nie, of die kind te emosioneel is, moet potjie- vir 30 dae gestaak word.

Ongelukke sal gebeur:

Hoe om ongelukke te hanteer -

- Dit is belangrik om kalm te bly.
- Moenie jou kind skel, dissipleneer of beskaam nie. Jy kan dalk sê: "Jy het hierdie keer vergeet. Volgende keer sal jy gouer badkamer toe gaan."
- Wees voorbereid en hou altyd 'n ekstra stelletjie onderklere en klere byderhand

Wenk van die dag

- Bly eerder die eerste naweek van potjieopleiding by die huis. Kort uitstappies sal beter wees.
- Laat kleuter toe om sonder onderklere of doeke te loop (dit laat kleuter daaraan gewoond raak om sonder 'n doek te loop)

Wat om te pak:

- X5 pull-ups/doeke
- X5 ekstra stelletjies klere - broekies & hempies
- X5 ekstra onderkleertjies

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

Policy

We care full-time for Babies from 3 months up to 5 years of age as well as aftercare. Languages at the Centre are English & Afrikaans. We are a Christian daycare center and focused facility and we welcome all children. Since this will be your child's home away from home, we try to provide a safe, caring, homelike atmosphere for your children while at the same time providing for their physical, intellectual, emotional, and social development. Please read the policies of TJOKKERJOL DAYCARE carefully.

• Non-Discrimination:

We will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability.

• House Rules / Classroom:

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house or classrooms, bad language, etc.

• Discipline:

We will strive to offer praise for good behavior. Should negative behavior happen, we will deal with it in one of three ways, Redirection: Toddlers will simply be told "no" and redirected to another activity or area.

Talking: once a child reaches the age of two, they can be talked to. They will be told in easy-to-understand terms why the behavior should not continue. Typically, this is highly effective.

Time-out: should the behavior continue; the child will be placed in a time-out corner. We use the one minute per age of the child rule (a three-year-old gets three minutes).

Should a behavior continue after a few time-outs, parents will be contacted. A workable solution can almost always be found.

• Daycare Hours:

Open MONDAY to FRIDAY from - 7:00am - 17:30pm

Open all year round! Except we do close for four weeks in December every year, over Christmas time and New Year. Also please note that there might be a day or two that would be considered as School Holidays that we will be closed, usually if it's a working day following a long weekend, but u will be notified in advance or refer to your Tjokkerjol Daycare Calendar that you will receive upon registration. Make sure to take it, please.

Important Dates for 2024: We open on the 10th of January 2024. For 2024 the last school day will be on the 15th December 2024 and opening again on 11th January 2024. We are closed on Saturdays, Sundays, and public Holidays.

• Drop Off / Pick Up Children:

Please arrive on time. If you will be late for, drop off/pick up, let the daycare know as soon as possible, so we may adjust the daily schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas. At drop-off time, make sure that you say goodbye to your child(ren) and let them know when you will be returning. Although this may produce tears, rest assured... by the time you are out of the driveway/out of sight, the tears have stopped. This also helps to make the child feel secure in that while you may leave them when you have to, you are always coming back. The moment you walk in to pick up, you are in charge of your child(ren). Sometimes children will "test" to see who is really in charge. A child who has been well-behaved all day will suddenly bounce all over the house when a parent arrives. The respect that you show me, my home, and my possessions will speak volumes to your child. When you drop off or pick up, do not linger. Ten minutes is typically more than sufficient. During day-care hours, we/I have a job to do. If you need to talk to me or any of the personnel at the center, I am/we are available after hours on request.

• Registration Form:

Our registration form is available online, please follow this link www.tjokkerjolkleuterskool.co.za to Register your child. Easy access and faster acceptance, if accepted you will receive a Welcome email from the Daycare (Please provide an email address as this is very important). You will then receive a statement via email containing the banking details and amounts payable (We no longer accept cash, EFT payments only).

Daycare Fees:

Registration - R1500.00 (all children must register, full months, aftercare) once off with registering of your child / Non-refundable. No Child will be accepted before the Registration fee is paid.

Amount per contract. Monthly for 12 months of the year.

(January - December) We offer a 10% discount on a second child - for 2 or more kids per family, Siblings.

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

Afterschool Care (children aged 6 years and older) - R1 500.00 Monthly.

This includes school holiday care, NOT Lunch and Snack. we do offer Transportation. Times is from 13:00 pm - 17:30 pm
Afterhours, Saturday & Public Holiday - No daycare

Day to Day Care:

1 Day Only- R150.00

5 Days - R700.00

10 Days - R1 200.00

15 Days - R1 500.00

Pre-arrangements are needed, and a registration form is still to be completed.

Day to Daycare is payable upfront before the child will be accepted, also note that these days are only liable within that given month.

Day-care Fees can be paid by EFT only, we do not accept checks and Cash Payments,

Note: Cash Deposits at the bank will require an R20.00 fee for bank charges. Monthly fees are expected in advance, payable on the first day of care in any given NEW month, and not later than the 4th of the new month, a 10% fee will be added to late fees. My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/Late, meaning any time before/after regular scheduled hours. An early/late fee of R20.00 for every 15 minutes will apply. These fees are expected to be paid immediately or on the next school day.

Fees are expected to be paid whether your child attends daycare or not, meaning if absent from sick leave or just not at daycare fees must still be paid monthly. Day-care fees are payable for 12 months of the year. This means you do have to pay for December.

• VERY IMPORTANT - Termination of childcare:

This is very important; I require two months in advance written notice if you are terminating childcare. If none is given, two extra months of additional payment must be made, whether your child is at the Daycare or not. Please ask your child's teacher for a termination form.

• Extra Activities:

We do offer a variety of extracurricular activities for the kids, Available at the Daycare during daycare hours, this is NOT part of the school or school fees - Please ask for forms / Prices NOT included with school fees!

• Clothing:

Please do not send your child to daycare in "dress clothes". Play clothes only. Although we try our best to keep the children clean, even in the best of circumstances...accidents happen. Please do not dress your "girls" in dresses, they intend to play very rough, and showing off their panties is not ideal for kids of different genders! Make sure your child has a complete change of clothing at all times, every day, packed in their bags. Including underwear and socks, if needed. Summer and winter clothes. This means an extra pair of Shirt, Pants, and undies. We have a big problem with parents that just don't send extra clothes to school if we find this, parents will be phoned when an accident does happen like he/she wet him/her self and you will be asked to pick their child up as we do not have extra clothing for said child. During the summer months, we will on occasion make use of a wading pool, sprinkler, or water toys. You will be notified in advance. Please provide a proper swimsuit or swim diaper if you wish for your child to participate.

• Quiet time:

Every day between 12:30-14:30, we have quiet time. All younger children will lie down to rest, older children will be given quiet time activities (coloring, puzzles, movies, etc.) I ask you to keep visits and phone calls during this time to a minimum. If your child is not supposed to be taking a nap time in the afternoon, please let me know. The younger children up to the age of 2 have a nap time of 1 hour and 30 minutes, and those from 2 years and up have a nap time of 1 hour only. Items from home: your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the day-care setting. No toys, candy or snacks, money, etc.

• Meals and Snacks:

All food served during the day will include servings from each basic food group.

Breakfast is served from 08:00 am-08:30 am. If you will be arriving later than 08:30 a.m., please see that your child(ren) has eaten breakfast prior to arriving. There will be a snack served at 10:00 a.m., Lunch at 11:30, and another snack at 15:00 p.m.

No supper will be served to day-care children. NO SWEETS are allowed, and no child may arrive at school eating sweets or any other means of food, please leave that in the car, kids tend to fight and I don't allow 1 child to eat something in front of another child without sharing. It is important to let me know if your child has any known food allergies. You may however send a drinking bottle to school if you like. The kids always have access to water, and cool drinks with each meal.

• Transportation:

On occasion, we may go on field trips in the car. Also, I may need to transport a child in a medical emergency, all children will be

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

Restrained in car/booster seats or seat belts (according to law and child care rules) and will not be transported without your written permission. All vehicles will be properly licensed and insured. Your child will never be left unattended in a vehicle.

- Fever - Temperature of 38d and over.
- Vomiting or Diarrhea
- Any rash other than a mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form who can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

I am not willing to accept a child with any of the above-listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

I will not take a child with confirmed lice unless the hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything, your child will not be allowed to stay.

• Immunizations / Vaccinations:

Please make sure your child(ren) vaccinations are up to date, the daycare is not responsible for this, and we also don't do vaccination at the Daycare center. However, the Clinic will visit the center from time to time, but we will give notice beforehand.

We will also not force any parent or child to be vaccinated, this is of free will, you as parent or guardian have the full right to decide whether or not you want to.

• Medications:

A Medication Consent Form must be filled in every day, when a child needs medication, forms must be filled in by a Parent or Guardian, and NO medications will be given to a child without a signed or written consent form.

Prior to administering prescription medication, I must have written permission and instructions for each medication. Medicine with the child's name and current prescription information on the label constitutes instructions. Non-prescription medications will be administered with parental permission according to manufacturer instructions unless written instructions are from a licensed physician. Make sure your child's name and amounts are clearly visible on the bottle/medication. All medications must be in a Ziploc bag and handed in at your child's teacher, no medications in the child's school bags will be allowed. Parents must sign the Medication Consent Form with handing in medications each day. No Antibiotics and No Vitamins will be given at school.

• Sleeping:

Each child will be provided with a safe comfortable sleeping mat with separate bedding, infants will sleep in wooden cots with waterproof mattresses or pads. We will sleep infants on their backs.

• Emergencies / Back-Up:

If, for any reason, I need to leave the day-care center or I am ill or going on vacation, all the normal personnel will always be here and daily routines will carry on as normal. Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well-being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred. Please make sure your details are up to date regularly, and that we have the correct information for the exam: phone numbers, we have had parents change numbers and never received important information.

• Supervision:

We at the Daycare are required to be within sight or hearing of an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening. For school-age children, we are required to be available for assistance and care. Written permission is needed from you if your school-age child is to be off my property. This includes walking to/from the bus stop or school.

• Authorized persons:

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

• Parents in day-care:

You have the right to stop in anytime during your child's regular Daycare hours. You do not need a reason. You are welcome to pop in at any time. But please keep it to a minimal time frame, as small children intend to be harder when their parents are around.

Parafeer:

Mamma : _____

Pappa : _____

Voog : _____

• Smoking:

Smoking is not allowed in my home or on the premises during Daycare hours.

• Daily in Bags:

• Important: your child's bag must be at least and not smaller than 30cmx40cm

If we find your child's bag is too small, you will be asked to bring a bigger school bag. Remember we must put all their belongings in the bag, and winter months are a pain as they have shoes and jackets and more that must be stored save.

Please make sure the following items are in your child's bag daily.

- 1 Extra pair of Summer Clothing
- 1 Extra pair of Winter Clothing

Baby's:

- Wet wipes (if the child is still on nappies, we start Potty Training from 2 years of age, if the child is ready)
- Nappy's (at least 5-6)
- Baby Powder
- Bum Cream
- Bottle (we encourage toddlers from 18 months to start using a cup instead of a bottle)
- Milk (Formula milk, if the baby does drink Formula Milk, we do not supply milk due to allergies)

Side note: We will on occasion ask for a packet of baby wipes to be sent to school so that we can clean the kids' faces.

PLEASE MAKE SURE YOUR CHILDS BELONGINGS ARE MARKED CLEARLY!!!

We are not responsible for missing belongings if it is not marked.

Registrations are to be completed on the registration form as well as on our website.

All forms must be completed prior to the first day of care. All monthly fees must be paid prior to the start of care in any given month. If Registrations are not completed or fees are not paid, no care will be provided.

Greetings

Tjokkerjoi DayCare Team

We hope to have you as part of the family very soon...

Speelgroepie & Naskool

Parafeer:

Mamma : _____ Pappa : _____ Voog : _____

How does our payment system work?



Registration Fee

Registration fee invoice will be sent and it is payable on receipt, this is to ensure your little ones' place is guaranteed.

If you are unable to settle the registration fee, please contact me for a payment arrangement for up to 3 months max.

Monthly Invoices

A monthly statement is sent on the 25th of each month which is payable on the 1st of each month. We do allow a grace period until the 4th of each month to settle the school fees.

Please take note we work on an upfront payment system. This means we require school fees for the month your child will attend school.

Notice Period

Please take note we work strictly on 60 days written notice period.

You will be charged regardless if your child is removed from school with immediate effect or remains in the school for the 60-day notice period

We do understand

We understand that sometimes unforeseen financial difficulties may arise and you might be unable to pay the school fee, please get in touch with me for an arrangement so we can note this on your account.

Some Finance Facts

Tjokkerjol Playgroup and Day Care Centre is a private business and does not fall under Government and does not get subsidies from the Government.

Our school solely gets income from you the parents; this fee needs to be utilized to pay the assistants, buy food, the necessary tools to teach the kids, etc.

We are linked to TPN credit bureau to assist us with our accounts

Who is TPN credit bureau?

TPN is a registered credit bureau. TPN collects account information on debtors and maintains a history of their account payment behavior. Importantly, this means that TPN credit bureau collects not only adverse information but also positive credit information. A positive credit record is extremely advantageous to you as it increases your ability to access credit in the marketplace

How does it work?

Our client has agreed to update your account payment record as per your contractual obligations with them.

What if I pay my account late?

Your account is due and expected on the due date as per your agreement with our client. It is important that accounts payments are paid promptly. Please note that payment received after the due date will result in your payment record being updated accordingly.

What if I do not pay my account?

Payment of your account with our client is not a matter of choice, it is an essential part of your agreement. Failure to pay an account or other monies due could result in a negative credit record (or "blacklisting") which will severely restrict your access to further credit.

How can TPN credit bureau help me?

By paying your account on time and in full, you have the opportunity to build a positive credit profile. You can use your positive profile when applying for other forms of credit.

Rochelle 083 294 8082

Parafeer: _____

Mamma : _____

Pappa : _____

Voog : _____